



Student ID: .

30 October 2024

Dear God

Re: Student at risk Student ID .

As part of North Metropolitan TAFE's overall management of student participation and achievement, data related to the three areas listed below is collected and student progress is reviewed.

- (1) Attendance
- (2) Submission of assessments
- (3) Quality of assessment work submitted

Your lecturer has advised that you are at risk of being unable to complete the unit listed below and this will affect you gaining your Qualification MSL40122 Certificate IV in Laboratory Technique.

Unit	Lecturer Contact Details
Apply Quality Systems Cluster	Pina Caminiti
MSL934008 Maintain instruments and equipment	pina.caminiti@nmtafe.wa.edu.au
MSL934009 Apply Quality Systems and Continuous Improvement Processes.	08 9427 1588
Assessments to be completed	Final Submission or Resit Due Date
Assessment Task 1 Portfolio, AT1a to AT1e	Week 20
Assessment Task 2 Knowledge (unit MSL934008)	Week 20

If you have extenuating circumstances that impact on your ability to attend your classes, please discuss with your lecturer in the first instance. I remind you that attendance at all classes is considered vital to successful completion of the course.

If you require further support, please do not hesitate to contact Support Team at Student.Support@nmtafe.wa.edu.au or the following Support Services:

- **The Desk** www.thedesk.org.au
- **International Student Centre** - internationalstudy@nmtafe.wa.edu.au
- **Students in crisis should contact:**
 - Lifeline 13 11 14
 - Beyond Blue 1300 22 4636
 - Kids Help Line 1800 55 1800
 - Crisis Care 9223 1111 (for Domestic Violence refugees)
 - Family and Domestic Violence 1800 737 732



Government of Western Australia
North Metropolitan TAFE

OFFICIAL



Regards,
Pina Caminiti

Lecturer
Science, Resources and Environment
North Metropolitan TAFE – East Perth